

## Online Leave Recording user guide – Research staff/Academic related staff

- Click on the link to the [Leave Recording](https://leave.ch.cam.ac.uk/) system, or enter its address <https://leave.ch.cam.ac.uk/> into your browser. Log in with your Raven account.
- If any data appears incorrect please contact [Kathleen Pickett](#).

To book your own leave:

1. Select 'manage' for your job role.

Leave Recording

Home

Welcome to the Yusuf Hamied Department of Chemistry's online leave requesting and system

Hi Joe

Your leave

1 role found. Please select it to manage it:

Job title	Line manager	Start date	Category	Manage leave
Trainee	Erica Smith	2020-11-11	Academic-related staff	Manage

If you believe the above list of roles is incorrect, please contact the admin team who can correct the Chemistry admin database.

People you line manage

You are not listed in the Chemistry admin database as being anyone's line manager. If that is incorrect, please contact the admin team.

Calendar view (read-only)

View own and managees' leave bookings together in a calendar layout.

2. Select the year to want to book leave for e.g. 2021 - 2022

Home

Manage leave for Joe Bloggs / Trainee

(line managed by Erica Smith)

You usually work on Monday-Friday.

For older leave years, information is not held in this system.

Leave year	Period available
2021-2022	2021-10-01 to 2022-09-30

3. Click on the calendar day you want to start your leave e.g. 4 – 5 Oct 2021

### Leave summary for 2021-2022

You may [request leave](#) on dates between 2021-10-01 and 2022-09-30 inclusive. You can also click on a date in the calendar to book leave in [other leave years](#).

No leave has yet been recorded or requested for this post in this leave year.

### Leave calendar for 2021-2022

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S
October					1	2	3	4	5	6	7	8	9	10

4. Complete the 'From' and 'To' fields as appropriate – weekends will automatically be excluded if you block book across them.
5. Check the half/whole day field is correct.
6. Add text to the 'Notes' field if you wish to – any notes will be visible to overseers, as well as yourself and cannot be edited later.

### Booking leave for yourself / Trainee (line managed by Erica Smith)

#### 2021-2022 leave year

Leave type: Annual leave  
(this is the only type you can request yourself)

From (inclusive) \*

2021-10-04 (yyyy-mm-dd)

E.g., 2021-09-30

Enter the date on which you would like your leave to start.

To (inclusive)

(yyyy-mm-dd)

E.g., 2021-09-30

Enter the date on which you would like your leave to finish (this is the last date of your intended leave, NOT the date that you start date, or you may leave it blank).

Part-day on start date

take whole day as leave

Notes (optional)

### Online Leave recording research/academic related Oct 2021

7. Select 'submit'.
8. An email will go to your line manager notifying them of the leave you have booked.
9. When you return to your leave calendar view it will show leave days recorded and number of days remaining.

**Leave summary for 2021-2022**

You may request leave on dates between 2021-10-01 and 2022-09-30 inclusive. You can also click on a date in the calendar view below to manage or request leave for that date. To book leave in other leave years.

Key	Leave type	Number of days recorded (excluding pending)	Key (pending)	Number of days pending approval	Number of days remaining
	Annual leave	2		0	39

**Leave calendar for 2021-2022**

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**To cancel leave**

1. Click on the start day of leave to cancel.
2. Select 'Cancel'.

(line managed by Erica Smith)

Showing leave on 2021-10-04

Date from	Date to	Leave type	Notes	Status	Actions
2021-10-04	N/A	Annual leave		Confirmed	Cancel

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If you have any questions regarding the processes of leave recording or the system itself please contact [Kathleen Pickett](#).